

What To Know

Attendance at Work

22 Things that Should Be Included in an Attendance Policy

- 1 - work hours and shift schedules
- 2 - flextime and/or telecommuting
- 3 - summer hours and/or holiday hours
- 4 - start times: policy to begin work on time
- 5 - ending times: no early departure without permission
- 6 - coffee breaks: frequency and time limits
- 7 - tardiness policy
- 8 - sick leave policy
- 9 - vacation policy
- 10 - personal time
- 11 - time off under FMLA
- 12 - other paid off time
- 13 - absenteeism: policy, warnings, pattern of absence, and documentation
- 14 - holidays recognized by the company
- 15 - jury duty
- 16 - military reserve duty
- 17 - overtime
- 18 - compensatory time
- 19 - absence associated with workers compensation claims
- 20 - religious observance
- 21 - veterans rights
- 22 - disabled workers